

## **Chapter One**

### **INSTITUTIONAL RESPONSIBILITIES**

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#### **INSTITUTIONS OF POSTSECONDARY EDUCATION**

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In order for an institution to participate in the State Work Study (SWS) program, the institution must:

1. Be located in the state of Washington and have been delivering onsite instruction for a minimum of 20 consecutive years;
2. Be fully accredited by one of the six following accrediting agencies:
  - Middle States Association of Colleges and Schools,
  - New England Association of Schools and Colleges,
  - North Central Association of Colleges and Schools,
  - Southern Association of Colleges and Schools,
  - Northwest Association of Schools and Colleges, or
  - Western Association of Schools and Colleges;
3. Operate as a non-profit; and
4. Agree to administer the program according to published rules, regulations, and program guidelines. Rules changes are pending.

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#### **AGREEMENT TO PARTICIPATE**

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To participate in the SWS program, eligible institutions must enter into an Agreement to Participate with Higher Education Coordinating (HECB), confirming their ability to provide the program and protect student data according to published rules and regulations. Institutions must also submit for approval on items such as student budgets, refund/repayment, gift equity, and satisfactory progress policies.

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#### **TRAINING**

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##### **New Student Employment Training**

Institutions that have recently hired a new Student Employment Administrator should contact the HECB for training options. The SWS staff offers individualized technical assistance, fund-management and training.

##### **Annual Training**

Each year, typically in May, the HECB offers a day of training for aid administrators on updates and information from the different aid programs within the agency. To better serve you,

the HECB offers these trainings in four different regions of the state.

### **Employer Supervisor Training**

The HECB encourages aid administrators to provide employer supervisor training. Training content may include: writing a job description; determining the correct rate of pay; recruiting; interviewing; training and evaluating student workers; verifying eligibility of student workers; and an overview of the SWS paperwork necessary to claim reimbursement. Such training may limit the obligation of the SWS administrator to reimburse unauthorized hours worked.

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## **FUNDING**

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### **Initial Reserve**

Each spring, the HECB notifies institutions of their initial reserve of funds for the upcoming fiscal year. Whenever the HECB can provide increased funding, it asks each institution to formally accept the increased reserve or request a smaller reserve.

### **Fund Requests**

Institutions may request extra funding. Justification for the request must be included. The HECB awards additional funds throughout the year as they become available.

### **Return of Funds**

If an institution does **not** use its entire reserve, it must return any unused funds. As soon as the institution knows they will not use their entire SWS reserve, they must notify the HECB. Planned exchanges of funds are to be completed using the online survey form located at the secure web site. These occur in August, November, January, March and May.

### **Responsibility for Over-Commitment**

Institutions that exceed their reserve of funds must negotiate their own reimbursements to their affected employers.

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**INSTITUTIONAL  
DETERMINATION  
OF STUDENT  
ELIGIBILITY**

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**Financial Need  
Determination**

**"Financial need"** is defined as "the difference between the student's cost of attendance and the total applicant resources which can reasonably be expected to be available to the student."

**Cost of Attendance**

The "cost of attending" an institution consists of costs required to support the individual and other costs in accordance with federal cost of attendance calculations during the period of enrollment. These costs include: tuition, room and board, transportation, books and supplies, personal expenses, and other cost factors deemed necessary for consideration.

Participating institutions must submit their student budgets to the HECB Student Financial Assistance Division for review and approval.

Unless the institution has documented rationale for using different standards, the Washington Financial Aid Association (WFAA) adopted budgets should be used as guidelines in establishing student maintenance budgets. Institutions must include an explanation for any budget that deviates from the WFAA adopted standards by more than 10 percent.

Documentation must be contained in the student's financial aid records when the budget used to determine financial need deviates from the institutional budgets approved by the HECB for the administration of state student financial aid programs.

**Applicant Resources**

**"Expected family contribution (EFC) and resources"** must be consistent with amounts recognized through the federal need analysis formula unless otherwise modified in accordance with these rules and program guidelines. EFC is the amount the family is to contribute to the cost of college based on the approved federal need analysis.

**Need Analysis**

The determination of need must be made in accordance with federal need analysis formulas and provisions recognized by the HECB. For the **2006-07** year, the HECB recognizes Federal Need Analysis Methodology (FM).

**Summer Term  
Need Analysis**

For students enrolled in a summer term beginning before June 30, SWS eligibility for the summer can be based either on the current or coming year need analysis. The institution should determine which year's application it will use and apply this standard consistently to its entire SWS summer school participation.

**Adjustments to  
Need Analysis**

The financial aid administrator may make reasonable adjustments, on an individual basis, to the computed total applicant resources if individual circumstances affect the family's ability to contribute. Such adjustments include but are not limited to: a parent contribution which is not forthcoming due to the job loss of the primary wage earner; death of a parent; a business reversal or emergency expenses; and use of current-year rather than base-year information.

**Coordination with  
Welfare & Other  
Benefits**

According to federal welfare regulation effective October 17, 1986, any portion of student financial assistance for attendance costs received from a program funded in whole or in part under Title IV of the Higher Education Act of 1965 or under BIA Student Assistance Programs is excluded from income and resources. This exclusion applies to the federal Leveraging Educational Assistance Program (LEAP) (formerly the State Student Incentive Grant/SSIG program). The SWS program is partially funded with LEAP monies.

**Documentation**

A copy of the Institutional Student Information Record (ISIR) and the resulting analysis must be on file at the institution. Documentation must be included in the student's financial aid records substantiating any adjustments to the FM system of need analysis.

**Enrollment**

In addition to demonstrating financial need, each participant must be accepted for enrollment or be enrolled at least half time as an undergraduate, graduate or professional student.

A "half time" student is one who is enrolled in at least one half the credit or clock hour load defined by the institution as constituting expected full time progress toward a particular degree.

**Theology Students  
RCW 28B.10.814**

RCW 28B.10.814 reads, “No aid shall be awarded to any student who is pursuing a degree in theology.”

Each institutions must decide which of its majors could be considered “theological” in light of the Washington State Constitution, which provides in part at Article 1 § 11 that no "public money or property shall be appropriated for or applied to any religious worship, exercise or instruction". In applying this constitutional prohibition, the institutions may look to decisions of the Washington Supreme Court, which have interpreted the constitutional provision as prohibiting "that category of instruction that resembles worship and manifests a devotion to religion and religious principles in thought, feeling, belief, and conduct, i.e., instruction that is devotional in nature and designed to induce faith and belief in the student."

**Default / Refund /  
Repayment**

A student is ineligible if they owe a refund or repayment on a state or federal financial aid grant program or be in default on a loan made, insured, or guaranteed under federal and state financial aid loan programs.

**Consortium  
Agreements**

The institution disbursing aid in a consortium agreement may include a SWS award in the aid package.

**Satisfactory Progress  
WAC250-40-040(2)(d)**

The institution must monitor the student's progress in accordance with the HECB approved institutional policy and WAC 250-40-040 (2) (d) of the SWS program rules and regulations. The HECB defines *Satisfactory Progress* as “the student’s successful completion of a minimum number of credits for each term in which the aid was received.” Each institution’s policy for measuring process of SWS program recipients must define satisfactory progress as the student’s completion of the minimum number of credits for which the aid was disbursed.

**Unsatisfactory  
Progress: Probation**

Institutions must have a probation policy, approved by the HECB, which describes the manner in which the institution limits the number of terms a student can be on probation before being denied. The HECB defines *Probation* as “completion of at least 50 percent, but no less than 100 percent, of the minimum number of credits for which the aid was calculated and disbursed.” A student in probationary status may continue SWS program employment.

**Unsatisfactory  
Progress: Denial**

The HECB defines *denial* as “completion of less than 50 percent of the minimum number of credits for which the aid was disbursed”. Each institution policy must deny further participation in the SWS program at the conclusion of any term in which the student fails to complete at least 50 percent of the minimum number of credits for which aid was disbursed.”

**Professional  
Judgment**

The institution’s financial aid administrator may reinstate a student into satisfactory progress status in response to documented extenuating circumstances.

**Reinstatement**

Each institution's policy should include the conditions a student must meet before being reinstated. For example, a student may be expected to attend school without financial aid for a certain period of time or may have to show proof credits have been made up within a designated time period.

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**CHANGE IN  
STATUS**

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If a student’s academic or family circumstances have changed, continued eligibility for the program must be confirmed and if appropriate, the SWS program award must be adjusted.

**Validation/  
Verification**

If validation or verification of reported information results in a change exceeding the federally-allowed tolerance levels, the student's expected family contribution must be adjusted.

**Monitoring Student  
Eligibility**

The institution must communicate any change in eligibility status to the appropriate employer in a timeframe which allows the employer to make necessary adjustments.

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**FINANCIAL AID  
OVER-AWARD**

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When combined with a student’s family contribution and other forms of financial assistance, the SWS award must not exceed the cost of education.

Students will be considered over-awarded if:

1. They receive additional resources-after the financial aid award-that do not exceed their financial need by \$300 by the end of the academic year.

2. They earn more money from need-based employment than anticipated when the financial aid was awarded

If a student's resources, (including total family contribution, financial aid or other resources exceed), the financial need by more than \$300 and the excess is not from wages earned from employment during the period time of the SWS award, the over-award is the amount that exceeds \$300.

If the student's gross SWS wages earned during the award period are more than \$300 over the financial need, the institution must:

1. Decide whether the student needs the money to pay for necessary educational costs which were not anticipated at the time it awarded financial aid to the student.
2. Cancel any un-disbursed loan and/or grant (other than PELL Grant) equal to the excess earning and terminate the student from the SWS program (if the students earnings still exceed need by \$300).
3. Consider the remaining excess amount over-awarded for future access to aid or academic records.
4. Document the steps taken in dealing with the student's over-award.

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**EMPLOYER & JOB  
SELECTIONS**

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Institutions, and students with the institution's permission, may develop SWS jobs with eligible employers. A copy of the institution's employer location/position selection policy must be included in the institution's policy and procedures manual.

Following the required priorities in job placement, institutions may select potential employers and select appropriate positions.

Institutions may seek any HECB approved SWS program positions with organizations (both for profit and non-profit) that provide goods and services to others. To participate in the program, employers cannot have a direct association with any religious organization. Employers must also agree to the terms of the employer contract. Public institutions and federal agencies may serve as SWS employers. See Chapter Two for examples of eligible and ineligible employers.

Institutions or students may base their selection of an employer on the following criteria:

1. Nature of the business and/or position;
2. Employment opportunities compatible with institutional role and mission;
3. Educational experience for the student;
4. Environment that enhances the learning experience;
5. Training in areas of future career opportunity;
6. Employer's past compliance with program requirements; and
7. Compliance with program requirements (such as supervision, and fiscal solvency).

Institutions must not recruit any employer who will deny work or subject prospective student employees to different treatment on the grounds of race, color, sex, national origin or any other discriminatory practices prohibited by federal or state law.

Employment of SWS students may not result in displacement of employed workers or impair existing contracts for services.

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**EMPLOYER  
CONTRACT**

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**The institution must ensure students do not begin working until an original employer contract and business profile has been signed by all appropriate parties. Any work that takes place in the absence of a valid contract potentially may not be reimbursed.**

The employer contract combines the legal requirements for the HECB, the institution, and the employer parties into one form. The contract specifies the responsibilities of each party and certifies the employer's ability and willingness to comply with the program requirements.

Employers must only complete one contract to participate, but must submit a separate job description form for each position to each institution.

Contracts may only be modified with HECB approval. To avoid duplicates, institutions should refer to the Master Contract List located at the secure web site.

**Business Profile**

Off-campus employers must complete an original business profile; this document will be an addendum to the employer contract. Because the information provided on the profile is essential for determining eligibility, the contract will not be approved without it.

**W-9 Form and Requirement to Supply IRS 1099**

Recent changes to the Internal Revenue Service (IRS) W-9 form have expanded the number of employer type categories. In the case of employers that are for-profit and not incorporated, the IRS considers the SWS employment reimbursement as income. Each active employer of this type will receive a 1099. New employers should be made aware of this provision.

**Public Institutions**

Public institutions, acting as the HECB's agent, may enter into a contract with an eligible off-campus employer or have the contract mailed directly to the HECB; it is their option. Institutions are encouraged to have the contract mailed to the HECB. However, if the institution determines it's necessary to have the contract mailed to its office, a copy of the contract must be forwarded to the HECB so the employer is added to the Master Contract List and will receive the annual renewal form. Acting as payer, the institution is responsible for producing the appropriate IRS 1099 form.

**Independent Institutions**

Independent institutions must mail contracts to the HECB for final approval. The HECB reimburses the employer the state's share of the students' compensation and issues appropriate IRS 1099 forms.

**Master Contract List**

The HECB maintains a Master Contract List for off-campus employers. Each new contract will be added to the Master Contract List after approval.

**Annual Online Contract Renewal Process**

The online contract and job description renewal process will begin with the HECB mailing a letter to each off-campus employer listed in the Master Contract List. The letter will include information about how to logon to the secure Web site in order to update employer contracts and, for independent institutions, position descriptions. This letter will also include a Personal Identification Number (PIN) that will be used along

with the business's Federal Identification Number for login purposes. Any new employer submitting a contract for the current year between March 1 and June 30 will automatically be renewed for the next fiscal year.

### **Terminating the Employer Contract**

The employer contract may be terminated by the HECB, a public institution acting as its agent, or the employer if the other parties fail to comply with the provisions of the contract. It may also be terminated in the event insufficient funds are available to allow the continued employment of SWS program recipients.

### **Mediating Employer Conflicts**

In the event of a conflict between employer and student, the institution will review the terms of the employer contract and make every attempt to resolve the conflict. If no settlement is reached, the institution may refer the case to the HECB for final resolution according to WAC 250-40-070(10).

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### **JOB DESCRIPTION FORM**

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The institution will enter the process by confirming employer eligibility using the Master Contract List of eligible off-campus employers and by sending job description forms to employers wishing to hire students from its campus.

Employers must complete a job description form for each available position and return the form to the institution for processing and posting. The HECB uses these job description forms to determine which positions are eligible.

Off-campus employers must submit a separate job description form for each position to each institution.

### **Public Institutions**

Public institutions may use the HECB job description form or a form the institution develops. The institution's form must include:

- Percentage of reimbursement,
- A complete and accurate description of the specific job responsibilities,
- Comparable rate of pay,
- Minimum qualifications, and
- A statement of educational benefit to be derived by the student.

Public institutions are not required to have job descriptions approved by the HECB, and may post them upon institutional approval. The institution must have a complete job description for each position (both on-campus and off-campus) filled by SWS students.

### **Independent Institutions**

Independent institutions must use the job description form provided by the HECB for each position filled by SWS students. After receiving the completed form from the employer, the institution completes the bottom portion and sends it to the SWS staff for approval and processing. A copy of the approved form is then returned to the institution for posting, and is displayed at the secure Web site.

### **Position Numbers**

The position number is a three-digit number sequence established by the institution to distinguish each job. For example, a company may have one position in which it employs several students, and the position number, for example may say 333, should be assigned for all the students working in that same position. Some position numbers are specifically reserved for certain uses:

- Numbers between **001-699** are used for regular SWS placements;
- Numbers between **750-760** are used for GEAR UP placements only;
- Numbers between **800-899** are used for Community Service Project placements only; and
- Numbers between **900-999** are reserved for HECB staff use.

### **Classification Codes**

The job classification code list is located at the end of this chapter (Attachment A.) The attached job classification code list contains job titles for a wide array of positions. The list contains 32 codes with brief descriptions of the types of positions included in each code. A classification code must be identified from this list for each SWS positions developed and must be included on the job description form.

The data is used to identify the kinds of jobs students are assigned through the program. For this reason, care should be taken to ensure the job classification code used on each job description form matches that particular job.

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**REFERRAL AND  
PLACEMENT OF  
STUDENTS**

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**Priorities in  
Placement**

Each institution must establish procedures for making employment available, to all eligible students as funds allow.

Priorities in placing students include:

1. State residents (according to RCW 28B.15.011-013, the HECB adopted regulations on state residency). Eligible Washington residents are considered before nonresidents. While the statute does not specifically prohibit the participation of nonresident students in the Washington SWS program, the Legislature clearly favors awarding of resident students.
2. Work related to the student's academic or vocational pursuits. The statute requires student placements be related to the student's academic program or area of career interest wherever possible. Emphasis to be given to off-campus placements wherever appropriate to provide the student with "market place" experience.
3. Students who have already declared a major may wish to work in a position directly related to their field of study, or investigate a complementary area more likely to afford them with future employment opportunities.
4. A student who has not yet declared a major or made a decision regarding career objectives may be placed in a position that aligns with their career interest.
5. Provide opportunities for off-campus community service placements.
6. Promote placements in occupations that meet Washington's economic development goals especially those in international trade and international relations. Other targeted sectors of economic developments include: tourism, bio-technology, nursing, math and science, recycled products, forestry and software.

In order to exercise the required priorities in placement, the institution may determine which eligible students it will award through the SWS program. Institutions may offer priority in SWS program job placement to full-time students.

**Elements of  
an Excellent  
Placement**

An excellent SWS placement provides opportunity for relevant and current work experience. It allows direct exposure to work related to the student's career goals, and contact with professionals in similar positions. It pays a wage rate

comparable to that earned by other employees who perform the same work and provides an opportunity for the student to exercise knowledge and skills gained from the classroom, while concurrently acquiring on-the-job training. The position is flexible enough to allow for curriculum-driven time conflicts, providing a sufficient block of work time so that the student's employment is not disruptive to the flow of the company's work. (Project Teamwork, 1986)

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**ACADEMIC  
CREDIT**

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Because the SWS program provides work experience which is directly related to the student's educational pursuits and/or career interests whenever possible, institutions are encouraged to offer academic credit for experience gained through the student's SWS program employment.

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**RESTRICTIONS  
ON STUDENT  
PLACEMENT AND  
COMPENSATION**

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The institution cannot recruit any employer who will deny work or subject a prospective student employee to different treatment on the grounds of race, color, sex, national origin, or any other discriminatory practices prohibited by federal or state law.

Employment of SWS students may not result in displacement of employed workers or impair existing contracts for services.

**Displacement**

In determining whether displacement will result if a SWS employee is placed in a particular position, the following rules apply:

1. Students employed by public institutions of postsecondary education may not fill positions currently or formerly occupied by classified employees.
2. In cases of governmental agencies, students may fill positions which have been vacated as a result of previously implemented adopted reduction-in-force policies in response to employment limitations imposed by federal, state, or local governments.
3. In all other cases, students may not fill positions which have been occupied by regular employees during the current or prior year. (Use either calendar year or fiscal year, according to the employer's budgetary period.)

Positions funded through special work incentive programs are not considered regular positions. Therefore, those positions may be filled as they become available without violating the SWS program displacement regulations.

4. Placements under the SWS program may not impair existing contracts for services, violate any applicable collective bargaining agreements, or fill any positions which are vacant because the employer's regular employees are involved in a labor dispute. "Labor dispute" is legally defined as: any controversy concerning terms or conditions of employment, or concerning the association or representation of persons in negotiating, fixing, maintaining, changing, or seeking to arrange terms or conditions of employment, regardless of whether or not the disputants stand in the proximate relation of employer and employee." The more usual understanding of a labor dispute is a strike, lockout, or other concerted job action such as a sickout, etc.

When dealing with employers, institutions must determine whether or not any pertinent collective bargaining agreements exist, and the extent to which such agreements would allow employers to hire students in accordance with this section. The institution will ensure work performed by students under the SWS program is not sectarian related and does not involve any partisan or nonpartisan political activity.

**Relationship to  
Formula Staffing**

Public institutions may not budget or use SWS program funds in a manner which results in increases to formula staffing limitations specifically mandated by the Legislature.

**Rate of Pay**

With the exception of on-campus graduate assistants, students must be paid on an hourly basis. They may not be compensated on a contractual or per-project basis. Students must be notified when the hourly rate of pay has been increased or decreased. If the position pays the minimum state wage rate for entry level, that amount through December 31, 2006, is \$7.63; and, it could increase in January 2007. The pay rate established should not be a function of its status as reimbursable employment.

On-campus graduate assistants can be paid on an hourly basis or can be paid a salary. If they are paid a salary, they are not required to complete a time sheet, but are to attest in writing that they have worked the hours for which they are being paid.

Commissions, bonuses, or other special compensation must be paid in full by the employer and treated by the school as a resource.

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## **COMPARABILITY**

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The hourly rate of pay for all SWS students must be at least equal to the entry level rate for non-student employment positions within the employing organization.

General provisions dealing with comparability:

To determine comparability of a SWS position to a regular position, the following attributes of the position must be considered:

1. Overall scope and responsibility;
2. Level of duties and responsibilities;
3. Basic functions;
4. Distinguishing characteristics;
5. Judgment required; and
6. Skills and knowledge required to do the job.

The nature of work performed is the determinant of comparability, as opposed to part-time or student status. Minimum qualifications may not be used as a primary factor in determining comparability.

If a comparable position does not exist within the employing organization, the student must be paid an hourly rate of pay, in keeping with the duties and responsibility of the position, and is appropriate within the employer's pay schema.

## **Civil Service Reform**

The state of Washington has a long range plan of revising its civil service system. This includes merging the classifications and compensation systems used by general government and by higher education. The SWS program requirement to establish student pay rates comparable to these state standards remains in effect during this period of reform. The details for reform are still being worked out as this manual goes to print; however you are provided with the existing program guidance. Please refer any specific questions to program staff at the HECB.

**Washington  
Personnel Resources  
HECB Classifications**

**Specific provision regarding comparability at public institutions of postsecondary education:** The enabling legislation for the SWS program requires for public institutions, "All positions established which are comparable shall be identified to a job classification under the Washington Personnel Resources HECB (WPRB) classification plan and shall receive equal compensation." (See RCW 28B.12.060 (4) (b).) Information can be obtained at the WPRB web site at: <http://hr.dop.wa.gov/lib/hrdr/hrdr.htm>.

Comparability is presumed between most SWS program positions and positions encompassed within the WPRB's higher education classification schema. While public technical schools maintain individual personnel systems, they observe the same principle in applying comparability standards. The schemas are sufficiently comprehensive to encompass nearly all positions, with the exception of established exemptions, such as teaching assistants, research assistants, etc.

**Public Institutions -  
Exempt Academic  
and Tutorial  
Placements**

**NOTE:** To qualify as an exempt academic or tutorial placement, more than 50 percent of the work must involve imparting knowledge to students or conducting research or data analysis under the direction of an instructing supervisor who is a regular employee of the institution. The work will normally be performed in an instructional department or program.

Tutorial or research positions not supervised by regular employees of the institution or not in instructional departments or programs may still qualify as an exempt academic or tutorial placement. In qualifying such a position, the institution should rigorously examine the quality of supervision and the job description. Both criteria should be at least equal to that regularly expected of placements in academic departments. There is no exception to the minimum 50 percent rule.

**Public Institutions –  
Documenting  
Non-Comparability**

The public institution must clearly identify each position that is not comparable to a WPRB classification and document its determination of non-comparability. The institution should devote special attention to documenting its examination of circumstances and its reasons for granting the exemption.

Documentation should be kept in the student's records. The issue of comparability must be considered independently of concerns over funding constraints or need to save money.

In assessing comparability between SWS program positions and work classified under the WPRB, the following expectations should be taken into consideration:

1. "Student status" may not be construed as proof of non-comparability nor be considered as a part of a comparability test (i.e., A student's enrollment status does not, in itself, substantiate evidence of non-comparability, hence, justify a non-comparable wage).
2. SWS students who fill positions comparable in scope to work classified by the WPRB must be paid the WPRB-prescribed hourly wage rate for that class<sup>1</sup>, regardless of the institution's policy for paying other students or part-time employees.
3. No one task or duty should be isolated in determining comparability or non-comparability. The primary test for comparability between SWS program positions and WPRB classified positions must be determined from an analysis of the duties and responsibilities described in the appropriate WPRB class specification. To determine comparability, the specification must be considered in its entirety, with a major emphasis being placed on the level of work described within the *Basic Functions* and *Distinguishing Characteristics* sections of the WPRB specification.

A job class describes the level of work anticipated for the positions encompassed in a class. Although some job classes encompass several hundred positions, each of which may have a significantly different position description, each is appropriately allocated to the class. If the overall scope and responsibilities of a SWS position meets the requirements of the *Basic Functions* and *Distinguishing Characteristics* of a WPRB specification, the SWS position must be considered comparable. The fact a SWS position is assigned a single task listed in the typical work section of the specification shall not of itself determine whether comparability exists. Professional

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<sup>1</sup> "Class" – One or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with priority to designate each position allocated to the class; that the same general qualification requirements are needed for performance of the duties of the class; that the same schedule of pay can be applied with equity to all positions in the same class under the same or substantially the same employment conditions.

judgment will be required to determine whether some SWS positions are comparable to a position classified by the WPRB. The financial aid administrator should seek the assistance of the campus human resources department determining comparability.

4. Even though the WPRB statute (RCW 28B.16) allows governing HECB of institutions to exempt certain categories from WPRB jurisdiction, the SWS program statute specifically states that: "All positions established which are comparable shall be identified to a job classification under the WPRB's classification plan and shall receive equal compensation." Therefore, regardless of a governing HECB action to exempt various categories of employees, if a WPRB classification exists for the position to be filled by a SWS program student, the student must be classified accordingly and paid the appropriate WPRB wage rate.
5. The institution must determine appropriate pay rates for SWS program placements in accordance with program rules and regulations and guidelines. Placements that are appropriately considered to be non-comparable are not subject to WPRB wage rates. All other placements must be deemed comparable; they must be allocated in accordance with WPRB's schema and must be paid at the rate established for the classified work by the WPRB.

In summary, determination of comparability is an institutional responsibility but must be exercised in accordance with statutory requirements, rules and regulations, and program guidelines. Neither student status nor part-time status may be factors in determining comparability. Administrators are encouraged to seek the assistance of institutional human resources staff, that are acquainted with WPRB classifications and are best prepared to evaluate positions for comparability. A detailed discussion of this topic is available from the HECB in its 1993 report, "Wage Rate Comparability Review."

Non-comparability must be rigorously documented.

The classification of SWS program positions, the institution's determination of comparability to WPRB classes, and the rate of pay assigned each position are subject to audit.

## **Maximum Hours Reimbursed**

To maintain eligibility for SWS employer reimbursement, most undergraduate and graduate students enrolled at least half-time or more may work no more than an average of 19 hours per week. There are two exceptions to this guidance. During vacation periods included in the period of the SWS award, the student can work up to 40 hours per week. In the case of on-campus graduate assistants, the average of 19 hours per week is extended to 20 hours per week.

In Chapter Five there is more discussion about the full-time/summer option. Student wages paid by employers for hours worked beyond these maximums cannot be reimbursed with SWS program funds.

An employer may employ a student enrolled half-time or more for more than 19 hours per week if the employer compensates the student in full for the hours over the 19 hour limitation and reports these earnings to the institution's financial aid office. The employer must still make proper deductions and make the notation on the student's time sheet.

## **Cooperative Education/Internship**

If at the end of the academic term, an otherwise eligible student has remaining work eligibility and has unfunded costs of attendance incurred from the past term, they may continue to work until the authorization has been exhausted, until the next term begins, or until June 30th, whichever comes first. Institutions are cautioned that reliance upon this provision can place the student in a difficult situation of earning to pay past costs at the same time earnings are needed to pay for current educational expenses.

If a student is enrolled in a cooperative education/internship program requiring employment for more than the average 19 hours per week, the following steps should be taken to ensure the student does not exceed the 19 hour per week average.

1. Total the number of hours worked during the cooperative education/internship experience, including any other SWS employment during the period of enrollment for which the student received an award. Divide the total number of hours worked by the number of weeks in the period of enrollment for which the student has a SWS award.
2. If the number of hours worked does not exceed the 19 hour average over the period of enrollment, the student may work until the award is exhausted or the maximum has been

reached.

3. If the number of hours exceeds the 19 hour average over the period of enrollment, the student has reached the maximum number of hours for SWS eligibility. Reimbursement will not be made for the additional hours worked.
4. The institution should document or be prepared to reconstruct the detail for program review purposes.

### **Employment Restrictions**

A student may not exceed an average of 19 hours per week when concurrently employed in either two SWS program positions or in a SWS program position combined with a Federal Work Study (FWS) position. The only exception to the 19 hour per week average is for on-campus graduate assistants, who may work an average of 20 hours per week.

### **Types of Work Prohibited**

Work performed by a student under the SWS program cannot be sectarian-related nor can it involve any partisan or non-partisan political activities. Questions concerning the eligibility of specific positions should be referred to the HECB Student Financial Assistance Division.

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### **STATE SHARE OF STUDENT COMPENSATION**

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The state share of compensation cannot exceed 65 percent of the student's gross compensation except in the following cases, in which 80 percent is the maximum:

#### **80 Percent**

1. When the student is employed by the state-supported institution of higher education at which the student is enrolled;
2. When employed as tutors by the state's school districts;
3. When employed in tutorial or other support staff position by nonprofit adult literacy service providers in the state of Washington who meet the criteria for participation in the Adult Literacy Program; and
4. When employed in an off-campus community service placement.

**65 Percent**

The state's share of compensation paid to students employed by all other employers cannot exceed 65 percent of the student's gross compensation.

**Employer Share of Student Compensation**

Except where noted, the employer must pay, a minimum of 20 or 35 percent of the student's gross compensation plus the cost of any employee benefits, including all payments due as an employer's contribution under the State Workman's Compensation laws, federal Social Security laws, State Retirement Laws, and other applicable law. (Refer to Chapter Two)

**Limitation on the FWS Program as the Employer Match**

The FWS program may not be used to provide the employer share of student compensation, except when used for placement of students in tutorial or other support staff positions with adult literacy service providers in the state of Washington which meet the criteria for participation in the Adult Literacy Program.

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**EMPLOYER REIMBURSEMENT – INDEPENDENT INSTITUTIONS**

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Institutions must have employers submit two copies of the time sheet at least monthly to the institution. Independent institutions must assign appropriate position numbers to each time sheet submitted to the HECB for reimbursement. The position number must be the same number identified on the approved job description form for that position. Independent institutions will follow the same procedure for time sheets from special funding (such as community service project funds/GEAR UP) with the following exceptions: the institution will need to assign the unique position number which corresponds with the one assigned to the job description, and the institution must mark the time sheet with the correct percentage of reimbursement.

The institutional representative must certify the appropriateness and accuracy of the time sheet prior to sending it to the HECB for payment. The original (white) copy should be forwarded to the HECB within two days of receipt for payment to the employer. See Attachment B for edits to be performed before time sheets are submitted to the HECB. Alternatively, the institution can apply and be approved to convey this information electronically.

If a time sheet contains errors, institutions will be contacted via phone, fax, email or a Time Sheet Edit Report will be mailed to them. The HECB notifies institutions of timesheet errors at least twice a month. Each institution is responsible for resolving errors with the employer and returning the corrected time sheet to the HECB within one week. Failure to submit corrections within the specified timeframe may result in institutional liability for employer reimbursement. (Refer to Attachment C for sample edit report messages).

### **Time Sheets – Independent**

Independent institutions must use the HECB time sheets. Because time sheets for independent institutions are key punched and processed by the HECB, it is especially important that they are thoroughly reviewed by the institution before submission to the HECB. A list of visual edits the institution should perform is listed at the end of this chapter. Institutions must have employers submit two copies of the time sheet to the institution at least once a month.

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## **COMPLIANCE GUIDELINES FOR ELECTRONIC EMPLOYER REIMBURSEMENT**

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The electronic time sheet process is subject to all standard compliance procedures established for the SWS program and referenced in the SWS manual. Electronic or automated processing is now the preferred method.

### **Special Compliance Guidelines**

In addition to the standard compliance procedures established for the SWS program and referenced in the SWS manual, the HECB reserves the right to review records, reports, processes, and/or procedures for the automated time sheet process at any time it is in the best interests of the program to do so.

### **Suspend, limit or terminate**

The HECB reserves the right to suspend, limit, or terminate this process with any institution at any time. Institutions may terminate this process at any time.

### **Submission of Initial Backup Records**

For purposes of establishing the initial accuracy of batch submissions, the institution shall submit to the HECB all original time sheets for the first five electronic batches in a timely manner. SWS staff may subsequently request submission of additional original time sheets or rosters in whole or in part as it deems necessary. SWS staff may request additional paper copies of time sheets and may conduct random

sampling and compliance review throughout the year. Determination of the number of samplings the will be based on the findings of the reviews.

**Certifying Official**

At the onset of the process, the institution must submit the name for the institutional official acting as the Student Employment Administrator for the purpose of this process.

**Sample Institutional Certification & Authorization for Employer Reimbursement**

Each electronic submission must consist of an email message with the certification below inserted into the body, along with an attached file of records. Each attached transaction will consist of all the data contained in the agreed-upon record layout, which includes and identifies the institution code and the year for which the reimbursement is being claimed. The person submitting the email must be the designated official. The unique identifier for the batch submission will be a combination of the email address with the received date and time. The number of records must be provided.

**Sample Certification**

I hereby authorize these (insert the # of time sheets in parentheses) time sheets records as claims for employer reimbursement and certify the data being submitted for each student record in this batch is accurate and complete. This certification includes confirmation all claims in this batch are for the same fiscal year, and all of the initial time sheet edits outlined in Chapter One of the SWS program manual have been performed. I further certify specifically the editing for each student claim has included:

1. The timesheet has been date stamped by the institution.
2. Confirmation of each student's eligibility.
3. The sum of total hours recorded for Record of Actual Hours Worked is equal to Total Hours Worked.
4. The Total Hours Worked multiplied by Hourly Rate of Pay is equal to Gross compensation. (**Special Note:** The hourly rate of pay can only have two places after the decimal. If an employer submits a time sheet with a pay rate of more than two decimal places, round down. The Gross Compensation should then be adjusted.

5. The employer has made the appropriate FICA and other deductions.
6. The student and supervisor signatures are in ink and dated on or after last day worked.
7. Any alterations to: Record of Actual Hours Worked, Total Hours Worked, and Gross Compensation by the institution are fully documented and initialed on the time sheet record.
8. The correct position number is provided.
9. The authorized institutional employee has signed each individual time sheet for the reimbursement claim.

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**SECURING  
STATE FUNDS  
– PUBLIC  
INSTITUTIONS**

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Public institutions must request funds from the HECB on a monthly basis to reimburse SWS program employers.

If the public institution has the employer contract returned to the institution and not placed on the Master Contract List, a copy of the contract and the complete job description for each position (both on-campus and off-campus) filled by SWS program students must be on file.

**Cash Request/  
Expenditure Report**

A separate cash request form must be submitted each month by the public institutions. An institution's allocation may be reduced by the HECB if it appears the institution will not fully expend its funds. In general, no funds should be requested than can be disbursed within 30 days. Actual program expenditures must be reported each month on the SWS cash request form, even if cash is not being requested.

The monthly uploaded cash request cannot exceed the Institutions reserve for the year (July 1 - June 30). Any amounts expended beyond the institution's SWS allocation must be paid with institutional funds.

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**PUBLIC  
INSTITUTION**

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When acting as a SWS employer, the institution must comply with all provisions in the Institutional Agreement to Participate,

## **EMPLOYER RESPONSIBILITIES**

### **Job Description – Independent Institutions**

the SWS program rules, and the Employer Responsibilities section of these guidelines. (Refer to Chapter Two).

Independent institutions must have a complete job description approved by the HECB on file for each position filled by SWS students.

### **Time Sheets – Public Institutions**

Public institutions may use the HECB time sheet, or may use their own. Public institutions may weigh their own need for a particular type of time sheet against the additional complexity off-campus employers. At a minimum, comparable information must be on file. A time sheet recording the number of hours worked per day by each student during each pay period must be on file as a backup for the state share of student compensation paid employers. The time sheet must include:

1. Employer certification with a perjury statement verifying the student was paid
2. Student's full name
3. Social Security Number
4. Position title
5. Pay rate
6. Record of hours and days worked for each pay period
7. Student and supervisor certification statement that the student worked the hours submitted on the time sheet
8. Student and supervisor signatures and dates, gross pay, and name of institution

### **Reimbursement to Employers**

Net deductions are not a required element for public on-campus time sheets if the information can be obtained from institutional records. Net deductions are a required element for time sheets for all off-campus employers.

If a public institution has made special arrangements with an employer whereby the institution pays the student in full and bills the employer for the employer's share, the certification of payments by the employer is not required.

Each public institution must have a record of payments made to employers for the state's share of student compensation.

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## **REPORTING**

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### **Monthly Expenditures Public Institutions**

The fiscal office at each public institution must report the amount of funds expended on a monthly basis. The monthly report also serve's as the institution's cash request that funds be transmitted to the institution to reimburse SWS employers.

### **Monthly Expenditures Independent Institutions**

Independent institutions reconcile employer reimbursement information monthly by comparing HECB records to the institution's own records and reporting any discrepancies.

### **Year-End Report**

A Year End summary expenditure report must be submitted by each public institution at the end of the fiscal year by the deadline specified by the HECB, usually mid-July. This report is considered to be final for the purpose of determining payment of the public sector administrative allowance, even if reported expenditures are subsequently amended upwards. Likewise, an institution waives and forfeits all claims for reimbursement of compensation earned or paid to students but not reported or submitted to the HECB as an expenditure prior to the required filing of the SWS program annual fiscal report.

### **Unit Record Report**

Each institution participating in the SWS program must submit a Unit Record Report for each student who received federal, state, or other financial aid on the basis of financial need. When reporting SWS information use actual earnings; not just the reimbursed portion of the wages. The reports must be filed in the format required by the HECB and submitted by the announced deadline. The format requires separate reporting of on and off campus earnings. In cases where the institution acts as "employer of record", the preference is for these earnings to be reported as off campus. If this is not possible reporting as on campus is acceptable. In addition to the Unit Record Report, estimated information regarding job placements is required of public institutions in the year-end report.

### **Administrative Allowance**

Subject to the availability of funds, public institutions will be provided an administrative expense allowance equal to three

percent of the institution's annual expenditure of SWS funds. The allowance is to be used for costs associated with direct administration of the SWS program. The administrative allowance is to supplement existing budgets and is to support administrative functions associated with the SWS program. Institutions may not charge employers for administrative expenses and are not required to provide any institutional match to the administrative allowance.

In order to qualify for the administrative allowance, public institutions must be able to demonstrate financial support for student aid administration, including student employment exclusive of the administrative allowance, is at least equal to the level of support provided during the previous fiscal year.

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**MAINTENANCE OF  
EFFORT –  
STUDENT  
EARNINGS**

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State funds provided under this program may not replace institutional funds that would otherwise support student employment. To demonstrate its ongoing commitment to student employment, the institution must continue to expend in its other student employment programs (from sources other than funds received under this program or under federally-funded programs) an amount which is not less than the average expenditure per year made for that purpose during the three preceding fiscal years.

Public on-campus utilization of SWS program funds for institutions which fail to satisfy the maintenance of effort requirement will be limited to the amount of SWS program funds expended during the prior fiscal year. Any funds allocated the institution beyond that amount must be expended off-campus. Finally, the institution's administrative expense allowance may be withheld or reduced.

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**PROGRAM  
REVIEW**

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**Record Keeping**

For program review purposes, the institution must at a minimum maintain the following records:

1. Copies of all contracts and business profiles approved by the institution.
2. The job description for the position filled by the student.
3. Documentation of comparability or non-comparability.
4. Copy of student's ISIR information.

5. Copy of student's award package information, including the amount of SWS awarded.
6. Documentation of adjustments to the award.
7. Any other documentation necessary to support a professional judgment.
8. A time sheet record for each pay period.
9. A record of all reimbursements made to the employer for the student.
10. Documentation of student's unusual expenses in over-earning situations.
11. Record of payments to employers of the state's share of wages.

**Records Retention  
RCW 40.14**

Records substantiating compliance with the SWS program requirements, and for employer reimbursement, must be maintained in accordance with RCW 40.14. This law requires all documentation, including time sheets and job descriptions, substantiating a student's eligibility for, and receipt of, SWS program funds must be maintained for six years.

## CHAPTER ONE

Attachment A

### JOB CLASSIFICATION CODE LIST

<u>Code</u>	<u>Description/Examples</u>
130	Staff & Administrative Specialists (Financial, Purchasing, Personnel/Training)
150	Line & Middle Manager Specialist (Education Administrator, Medicine/Health Services Manager, Construction Manager, Food Service/Lodging Manager)
190	Other Managerial and Administrative Occupations (Credit Analyst, Underwriter, Loan Officers, Budget Analyst, Tax Preparer, Claims Processors)
220	Engineers and Related Occupations (All Engineering Disciplines, Drafter, Surveyor, Landscape Architect)
240	Natural Scientists and Related Occupations (Physical Scientist, Chemist, Biological Scientist, Medical Scientist, Technicians in Same Fields)
250	Computer, Math, Research, and Related Occupations (Systems Analyst, Programmer, Statistician, Actuary, Statistical Financial Analyst)
270	Social Scientist and Other Social, Recreation Occupations (Social Scientist, Economist, Psychologist, Social Worker, Recreation Worker)
280	Law and Related Occupations (Lawyer, Law Clerk, Paralegal, Title Searcher)
310	Teachers, Librarians, and Related Occupations (Nursing Instructor, Counselor, Teacher Aide)
320	Health Practitioners, Technicians, and Technologists (Therapist, Nurse, Lab Technician)
340	Writers, Arts, Entertainment, and Related Occupations (Writer, Editor, Announcer, Photographer, Broadcast Technician, Musician, Dancer)
390	Other Professional, Paraprofessional, and Technical
430	Sales Occupations, Services (Appraiser, Travel Agent)
530	Industry Specific Clerical Occupations (Teller, Loan Interviewer, Credit Checker, Brokerage Clerk, Investigator, Bill Collector, License Clerk, Hotel Desk Clerk, Real Estate Clerk)
550	Secretarial and General Office Occupations (Secretary, Typist, File/Bookkeeping/Payroll Clerk)

### JOB CLASSIFICATION CODE LIST

<b><u>Code</u></b>	<b><u>Description/Examples</u></b>
560	Other Office Machine Occupations (Duplicating Machine Operator, Key punch Operator, Switchboard Operator, Mail Clerk, Messenger)
580	Material Recording/Scheduling/Dispatching, Distribution (Dispatcher, Meter Reader, Marking Clerk, Stock Clerk, Warehouse/Yard Clerk, Order Filler, Shipping/Receiving Clerk)
590	Other Clerical and Administrative Support
630	Protective Service Occupations (Fire Fighter, Police/Correction Officer, Bailiff, Fish and Game Warden, Guard)
650	Food & Beverage Preparation and Service (Baker, Cook, Butcher)
660	Health Service and Related Occupations (Dental/Medical Assistant, Nursing Aid, Ambulance Driver/Attendant, Pharmacy Assistant)
670	Commercial Cleaning Occupations (Pest Controller)
680	Personal Service Occupations (Guide, Social Welfare Service Aid, Child-Care Worker)
690	Other Service Occupations
790	Agriculture/Forestry/Fish Occupations (Forest/Conservation Worker, Nursery Worker, Farm Equipment Operator, Landscaper/Groundskeeper)
810	Production/Construction/Maintenance/Transportation Helpers, and Supervisors
850	Mechanics, Installers, and Repair (Pipelayer, Highway Maintenance Worker)
890	Precision Production Occupations (Tool and Die Maker, Machinist, Shipfitter, Jeweler, Silversmith, Sheet Metal Worker Cabinetmaker, Printer, Bookbinder)
930	Hand Working Occupations (Welder, Glazier, Engraver)
950	Plant and Systems Occupations (Water Treatment Operator, Gauger, Stationary Engineer)
970	Transportation and Material Moving Machine/Vehicle Operators (Truck/Bus/Taxi Driver, Locomotive Engineer/Firer, Aircraft Pilot/Flight Engineer, Carpenter/Painter/ Roofer Helper, Freight/ Stock Mover)
999	None of the Above

# CHAPTER ONE

## Attachment B

### INITIAL TIME SHEET EDITS

The following edits, in order as they appear on the time sheet, should be completed before time sheets are sent to the HECB. Check these items carefully, as errors can cause delays in reimbursement to valued employers. **Program guidelines require time sheets must be processed by the institution and sent to the HECB within two days of receipt from the employer.**

#### STUDENT SECTION

##### **Lines 1 - 4**

Visual scan lines 1-4 to make sure information is generally legible and complete.

##### **Lines 5 - 6**

**First and Last Days Hours Worked:** The first and last day hours worked should match the first and last day hours **recorded** on the time sheet. In order for all records to match, this should be correct **before** it is sent to the HECB. *The first and last day worked may not cover more than a 31 day period.* For example, a time sheet dated 1/10/XX to 2/15/XX contains overlapping hours from 2/10 to 2/15. A separate time sheet must be submitted for 2/10 to 2/15.

##### **Line 7**

**Record of Actual Hours Worked:** Hours may be recorded in minutes, quarter hours, or decimals. Employers should record the hours worked as it is reported and paid on their payroll.

##### **Line 8**

**Total Hours Worked:** The sum of hours actually worked should equal total hours worked.

##### **Lines 9 - 10**

**Student's Signature and Date Signed:** The student **must** sign and date the time sheet on or after the last day hours were worked. The student's original signature is the only proof we have the student actually worked the hours recorded on the time sheet. No one may sign on the student's behalf, nor may any documentation replace the correct signature and date.

The signature **must** be in pen, not pencil. If the time sheet has been signed in pencil, the student must resign.

## **EMPLOYER** **SECTION**

### **Line 11**

**Rate of Pay:** Only one pay rate must be recorded on a time sheet. If the student was paid at two different rates during the same period, each pay rate needs to be recorded on separate time sheets. The pay rate should fall within the pay range specified on the appropriate job description. To change a pay rate for approval, complete the Employer Information Change Request Form after speaking directly with the employer or request written notice from the employer.

Pay rates may only be two places past the decimal. For example, a pay rate of \$7.9555 can only be reimbursed at \$7.95. If a student is being paid such a pay rate, please verify with the employer this is actually an hourly rate versus a salary calculation.

### **Line 12**

**Gross Compensation:** Verify the gross compensation by multiplying the total hours worked by the pay rate. If it appears the student was paid incorrectly, it must be investigated.

### **Lines 13 - 14**

**Deductions:** The time sheet must show the deductions taken from the student's gross compensation. The reason for recording this information is to insure the student is being treated as a regular employee, not a contractor. (Any exception must be based on a HECB review and approval.)

### **Line 15**

**Net Earnings:** The net earnings the student actually received.

### **Line 16**

**Name of Employing Business/Organization:** The employer name should match the name completed on the contract and should match the name listed on the Master Contract List. Do not use abbreviations

### **Line 17**

**Federal Identification Number:** The federal identification number must be correct, and in the proper format, example 99-9999999. If a **suffix** was included with the approved contract and job description, it must be entered on the time sheet. (If the contract does not have a suffix, leave the suffix space blank.)

### **Lines 18 - 19**

**Supervisor's Signature & Date Signed:** The supervisor **must** sign and date the time sheet on or after the last day hours were worked. The signature **must** be in pen, not pencil. If the time sheet has been signed in pencil, the supervisor must resign. A second line has been provided for supervisor's printed name.

**INSTITUTION**  
**SECTION**

**Lines 20 - 22**

**Date Received by the Institution, Authorizing Signature, and Institution Code:** Each time sheet should be date stamped the day it arrives to the institution, and then if approved for payment, signed as received and authorized.

**Line 23**

**Position Number:** The appropriate position number must be filled in. The position number must correspond to the correct job title shown on the student's time sheet. If there is no job description on file for that position number, the employer must submit one.

**Line 24**

**Reimbursement Rate:** Check the appropriate percentage of reimbursement. For special funding, write in correct percentage and the funding source (CSP, GEAR UP).

# CHAPTER ONE

## TIME SHEET ERROR REPORT

### Attachment C

The time sheet error report is a list of time sheets, received by the HECB that could not be processed due to one or more problems. Below is an explanation of each message that appears on the time sheet error report, and how to make the appropriate corrections. Some of the errors found on the report may simply be keypunch errors. To submit corrections for all errors, make the correction on a copy of the time sheet and/or the edit report and return. All corrections must be initialed and dated.

**Pay Rate > Than  
Max of \$\_\_\_\_\_**

The pay rate on the time sheet is greater than the maximum listed on the job description. If position number is correct, and pay rate has changed, the employer needs to submit an Employer Information Change Form to correct the rate of pay.

**Pay Rate < Than  
Min of \$\_\_\_\_\_**

The pay rate on time sheet is less than the minimum listed on the job description. If position number is correct, and pay rate has changed, the employer needs to submit an Employer Information Change Form to correct the rate of pay.

To change a pay rate and have it considered for approval, complete the Employer Information Change Request Form after speaking directly with the employer, or request written notice from the employer. If it appears the student may be performing duties not included in the current job description, instruct the employer to complete a new job description. Remember, the pay rate must be an amount equivalent to entry level rates paid to non-student employees doing the same work, and must be at least minimum wage.

**Gross Amount Not =  
Pay Rate x Hours**

The total hours multiplied times the pay rate does not equal the gross compensation recorded on the time sheet. Do not simply change the gross to match this amount. Contact the employer and determine why the time sheet does not calculate correctly and determine if the student was underpaid or overpaid. If student was paid improperly, a new time sheet should be submitted with the correct hours worked, the correct pay rate and the correct gross wages, signed and dated by both the student and the employer. Do not forward the time sheet to the HECB until the correction is made.

**Overlap Start Date  
Overlap End Date**

A time sheet already exists in the student history file with dates on this time sheet previously recorded. Check to see if there are duplicate hours, or if hours were recorded on wrong date, or note if they are adding hours to a date already submitted.

<b>Job Description Not Found</b>	The job description number was omitted or recorded incorrectly on the time sheet; or the job description form was not submitted or has not been approved by HECB staff. Verify the correct position number was entered on the time sheet or check to see if the job description has been submitted to the board, and if so, what the current status is.
<b>Job Not Renewed</b>	Contact the HECB to see if employer renewed the job description. If the deadline for renewing the job has passed, the employer will need to submit a new job description.
<b>No Contract Found</b>	No contract with this Federal ID Number was found. Check to see if number recorded on time sheet is the correct Federal ID number. Check to see if an incorrect suffix has been added or a correct suffix omitted. If a suffix was added to the contract, it must be included on the time sheet.
<b>Contract Not Renewed</b>	Contact the HECB to see if employer has an active contract. If the deadline for renewing the contract has passed, the employer will need to submit a new contract and business profile.
<b>Contract Cancelled</b>	The employer terminated the contract during the renewal process. Employer will need to submit a new contract and business profile.
<b>Job Description Cancelled</b>	The employer terminated the job position during the renewal process. The employer will need to submit a new job description form.
<b>Duplicate in History</b>	A duplicate time sheet has already been processed.
<b>Invalid Starting Date</b>	The starting date is not in the current fiscal year.
<b>Invalid Ending Date</b>	The ending date does not exist, (recording hours on Feb 30 <sup>th</sup> – a date that does not exist), or extends into the next fiscal year. Another example would be dates incorrectly recorded as January 15, 2007 to February 28 <sup>th</sup> , 2007. Check with the employer to verify dates.
<b>Wrong Start Date For School Year</b>	The time sheet has dates for previous fiscal year. Remember June and July hours must be recorded on separate time sheets. The fiscal year runs from July 1 through June 30.
<b>Start Date out of Range</b>	The time sheet contains a dates recorded before the job description approval date. Contact the HECB to clarify the beginning date on the job description.

<b>End Date out of Range</b>	The time sheet contains a date that extends beyond the ending date listed on the job description. Contact the HECB to clarify the ending date on the job description.
<b>Same SSN with Different Name or Same Name with Different SSN</b>	A record already exists where the name and/or social security number of the student does not match what is recorded on this time sheet. Verify the student's correct social security number.
<b>SSN not Numeric</b>	The Social Security Number contains non-numeric characters or has too few or too many numbers. Check to make sure the SSN was recorded correctly.

# WASHINGTON STATE WORK STUDY PROGRAM INSTITUTION CODES

1010 University of Washington  
1020 Washington State University

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2030 Central Washington University  
2040 Eastern Washington University  
2050 The Evergreen State College  
2060 Western Washington University

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3080 \*Antioch University  
3090 \*Bastyr University  
3100 \*Cornish College of the Arts  
3120 \*Gonzaga University  
3110 \*Heritage University  
3280 \*Henry Cogswell College  
3130 \*Northwest University  
3140 \*Pacific Lutheran University  
3150 \*St. Martin's University  
3160 \*Seattle Pacific University  
3170 \*Seattle University  
3190 \*University of Puget Sound  
3200 \*Walla Walla College  
3210 \*Whitman College  
3220 \*Whitworth College

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4300 Bellevue Community College  
4310 Big Bend Community College  
4580 Cascadia Community College  
4320 Centralia Community College  
4330 Clark Community College  
4340 Columbia Basin Community College  
4350 Edmonds Community College  
4360 Everett Community College  
4380 Grays Harbor Community College  
4390 Green River Community College  
4400 Highline Community College  
4410 Lower Columbia College  
4570 Northwest Indian College  
4460 North Seattle Community College  
4430 Olympic Community College

4440 Peninsula Community College  
4370 Pierce Community College  
4450 Seattle Central Community College  
4480 Shoreline Community College  
4490 Skagit Valley Community College  
4420 South Puget Sound Community College  
4470 South Seattle Community College  
4500 Spokane Community College  
4510 Spokane Falls Community College  
4520 Tacoma Community College  
4530 Walla Walla Community College  
4540 Wenatchee Valley Community College  
4550 Whatcom Community College  
4560 Yakima Valley Community College

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5700 Bates Technical College  
5710 Bellingham Technical College  
5720 Clover Park Technical College  
5730 Lake Washington Technical College  
5740 Renton Technical College  
5750 Seattle Vocational Institute

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**\*NOTE:** The HECB generates reimbursements to eligible SWS employers attending these institutions.

## **ACCESSING THE SECURE WEB SITE**

The SWS Master Contract List, Reserve Balance, Survey Round Form, Program Manual, Public Cash Request Form, and for the independent institutions Job Description and Student Payment History, are all available for Financial Aid Administrators at the HECB secure web site. There is also limited access for selected employers to view their student payment history at this time. The secure web site data is updated every 24 hours.

### **Web Site Registration Instructions**

The site is password protected due to sensitive student information. You must register and receive access confirmation before the files can be viewed or downloaded.

- To register go to: <http://secure/login.asp>.
- Click on the “Register” button.
- Fill in the registration information.
- The password must be at least eight characters long, and must contain at least one numeric, one alpha and one of these three special characters: @, # or \$ (example: instruct@1).
- You will be contacted for verification purposes and notified when access has been activated.

### **Accessing Web Site Data**

After you have received notification to access the secure web site:

- Go back to: <http://secure/login.asp>.
- The “HECB Menu” page will appear displaying the web pages you have access to.
- Click on the web page you wish to view. The length of time it will take to open the web page will depend on your individual computer and internet browser.
- Depending on the web page selected, you may have additional options and search criteria.
- Institutions will designate a person to control access to this site.

### **Web Site Download Instructions**

To download any of the files from the web:

- Log on to the web site.
- Select from the various menu choices for the file you wish to view.
- Perform search according to your selection criteria.
- Click on “Save this page as an Excel document” or you can “Save this as a text-only document.”
- You will be prompted to either “Open” the document directly from the Web site or “Save” the document to your own computer hard drive.
- If you choose “Open,” the Excel spreadsheet or text-only file will appear on your screen and you can then view it or save it.
- If you choose “Save,” you must choose the location you will save the Excel spreadsheet or the text-only file on your computer, then click “Save” in the save dialog box.
- When the download has completed, click “Close” to close the Web site dialog box.
- Then go to the location of the saved Excel spreadsheet or text-only file to manipulate the data to fit your needs.

### **Providing Authorized Access for Internal Institution Staff**

To provide access for financial aid staff to be able to submit the Cash Request Form or Survey Round Form you must first grant the authorized user access in the “Secure Form Access Management Tool.” Here you can “ADD” a new authorized user or “DELETE” a user. If you have questions contact the HECB.